

10 FEBRUARY 2009

SENIOR MEMBER TRAINING PROGRAM

SPECIALTY TRACK STUDY GUIDE

Safety Officer

FOREWORD

This guide will assist you in preparing to fulfill the duties and responsibilities of a Civil Air Patrol (CAP) safety officer. The contents are applicable to the safety officer at all CAP organization levels.

The material is divided into three sections related to attaining the technician, senior, and master ratings in this specialty area. Progressively mastering the material in each section will prepare you for positions of increasing responsibility. Study each part and practice applying the information to actual situations on the job. You may be fortunate enough to be assigned an on-the-job training (OJT) supervisor to assist you, but you should have no problem learning the job through self-study.

When you and your OJT supervisor, if applicable, are convinced that you are proficient in the tasks described for each section, consult your unit commander who must certify to your proficiency in your personnel records before award of a rating. Upon your commander's certification of a technician, senior, or master rating, you may wear the Leadership Ribbon with bronze or silver star, respectively. You also become eligible for consideration for promotion, depending on the rating earned and provided you meet all the promotion eligibility criteria outlined in CAPR 35-5.

SAFETY OFFICER

Technician Rating

Introduction

The Safety Officer technician rating involves implementing safety programs for education and accident prevention. A technician rating prepares a safety officer for duty as a safety staff/support member.

Knowledge Requirements

To achieve the technician rating, the student must demonstrate knowledge of the CAP accident prevention program and procedures used in administration of the unit safety program. As a minimum, a safety technician must:

1. Explain the basic concepts expressed in CAPRs 62-1 and 62-2.
2. Understand CAPR 20-1, as it relates to safety.
3. Review safety bulletins and maintain close liaison with the commander.
4. Be able to perform a safety analysis and develop a written safety plan for a squadron meeting or activity, such as a training exercise, parade, etc..
5. Explain the procedures for the proper reporting of mishaps.
6. Explain the concept of Operational Risk Management (ORM).

Service Requirements

Additionally, the student must complete the following service requirements:

1. Become qualified in General Emergency Services.
2. Conduct at a minimum six safety briefs/meetings for the unit IAW CAPR 62-1.
3. Establish a safety hazard reporting program for his/her unit.
4. Complete Basic Communicator User Training.
5. Complete the on-line Basic Safety Course and receive a minimum score of 80% on the end of course test.
6. Complete a 6-month internship.
7. Completion of the Technician level requirements must be evaluated by a Senior or Master rated safety officer or the next higher headquarters safety officer in coordination with the professional development officer.

Awarding of Badges. Completion of the above requirements entitles the member to wear the safety badge.

SAFETY OFFICER

Senior Rating

Introduction

The Safety Officer senior rating involves developing safety programs for education and accident prevention. A senior rating prepares a safety officer for duty at the group or wing level. To achieve the senior rating, the student must have earned the technician rating.

Knowledge Requirements.

To achieve the senior rating, the student must demonstrate an advanced knowledge of CAP's safety programs by participation in educational and accident prevention activities; a basic knowledge of the CAP wing's functional working areas (see CAPR 20-1 for a listing of functional areas); and be prepared to operate as a supervisor and mentor to safety officers at subordinate levels. As a minimum, the safety senior rated safety officer must:

1. Explain CAP and related directives governing safety.
2. Understand the safety issues associated with each staff directorate at the member's unit.
3. Explain the difference between an accident, incident and minor mishap event relating to aircraft, vehicle and bodily injury mishaps.
4. Conduct at least two ORM safety analyses of a mission base prior to a unit, group, wing or joint training exercise, report all issues, and recommended corrective actions to the incident commander.
5. Explain how to conduct an ORM analysis for an ES mission sortie (air or ground).
6. Explain how to analyze and create a safety plan for squadron and group level activities that address the principles of ORM.

7. Display ability to perform assigned duties with little or no supervision.

Service Requirements

Additionally, the student must complete the following service requirements:

1. Become qualified as a Mission Staff Assistant.
2. Conduct at a minimum twelve safety briefings/meetings after obtaining the technician rating IAW CAPR 62-1.
3. Conduct required internal safety survey to include resolving all discrepancies.
4. Direct a flight clinic or conduct a safety meeting at a flight clinic, wing conference or wing commander's call.
5. Plan, organize and execute the safety presentation at a Squadron Leadership School.
6. Perform an aircraft safety inspection to include how discrepancies are documented and corrected.
7. Perform a vehicle safety inspection to include how discrepancies are documented and corrected.
8. Complete the on-line Senior Safety Course and receive a minimum score of 80% on the end of course test.
9. Complete a 12-month internship as a safety officer after obtaining the rating of Technician.
10. Completion of the Senior level requirements must be evaluated by a Senior or Master rated safety officer or the next higher headquarters safety officer in coordination with the professional development officer.

Awarding of Badge. Completion of the above requirements entitles the member to wear the senior safety badge.

SAFETY OFFICER

Master Rating

1. Position Description. Serve as a staff safety officer or special advisor at any level of the CAP organization. Provides the commander, other staff officers, and subordinate safety officers with technical and non-technical assistance and guidance concerning CAP flight and ground accident prevention activities.

2. Objectives. To promote and develop thorough understanding of all facets of the CAP safety program as they pertain to all levels of the organization. To recognize and cope with potential/actual accident producing hazards within CAP. To develop and interpret the many and varied tasks the safety officer must complete.

3. Functions and Responsibilities. Member must have successfully completed training levels for technician and senior safety officer and must be totally knowledgeable of all facets of the safety program.

a. Knowledge Requirements. Award of the master safety officer rating requires knowledge and proficiency of the following listed subject matter. Such knowledge and proficiency may be derived from the study of reference material listed, educational institution courses, other courses as the member may select, or a combination thereof.

(1) General Safety - principles and philosophy of accident prevention.

(2) Safety Publications - locating desired information in technical, administrative, and applicable commercial/CAP reference publications.

(3) Supervision and Training - initiation of correspondence and SOPS concerning safety activities. The conduct of personnel safety training, and the maintenance of appropriate records.

(4) Electricity - general electrical principles and hazards.

(5) Environmental Health - identification and control of health hazards.

(6) Human Factors - human limitations; unsafe behavior as related to attitudes, personality, and motivation; relationship of supervision to accident prevention.

(7) Inspection/Survey of Areas and Activities for Safety Hazards - aircraft and flight line areas; recreation and encampment areas/activities.

(8) Motor Vehicle Safety - motor vehicle accident prevention program and the responsibilities of other staff agencies for vehicle accident prevention.

(9) Accident Investigation, Reporting, and Analysis -reporting requirements; purpose of and procedures for accident investigations; preparation of forms and reports.

(10) Preparation, Review and Dissemination of Safety Materials -determination of the need for use of educational and promotional materials.

(11) Coordinate and Maintain Liaison with federal, state, and local agencies:

(a) Federal Aviation Administration (FAA); local Flight Standards District Office (FSDO); local FAA Accident Prevention Program Manager (APPM).

(b) State aeronautical office.

(c) State and local law enforcement agencies.

(d) Local safety organizations and civic groups.

b. Performance Requirements:

(1) Complete Level III, Senior Member Training Program.

(2) Display complete ability to perform assigned duties in a competent manner, without direct supervision, under all conditions.

(3) Be totally conversant with directives governing the program.

(4) Five years experience or serve as FAA APC for at least one year after achieving senior rating, or

(5) Be recognized as an accredited safety professional by appropriate agencies.

c. Training Requirements:

(1) Complete safety training course or seminars sponsored by National Headquarters or conducted in conjunction with the National Transportation Safety Board or the Federal Aviation Administration.

(2) Thoroughly understand the following CAP Publications:

(a) CAPR 62-1, CAP Safety Responsibilities and Procedures.

(b) CAPR 62-2, Mishap Reporting and Investigation.

(c) CAPR 60-1, CAP Flight Management.

(d) CAP Forms:

1 On-line Form 78, *Safety Mishap Report..*

2 On-line Form 79, *Safety Mishap Report of Investigation..*

(e) CAPR 60-3, CAP Emergency Services Training and Operational Missions

(f) CAPR 52-16, Cadet Program Management.

(3) Maintain a current copy of each of the above references as a part of your safety literature library (if available).

d. Awarding of Badge. Completion of the above requirements earns the master safety badge.